

YOUTH SERVICES POLICY

Title: Special Agents (Commissioned Probation and Parole-Juvenile Officer) Next Annual Review Date: 03/23/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.19
	Page 1 of 4
References: La. R.S. 15:825.2; C.Cr.P. Art. 227.1; ACA Standards 2-7164 (Juvenile Probation and Aftercare Services), 2-CO-3A-01 (Administration of Correctional Agencies); YS Policies A.2.24 "Staff Development and Training Plan", C.1.8 "Firearms Training"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 03/23/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405 and the authority, as delegated by the Secretary of the Louisiana Department of Public Safety and Corrections, to appoint special agents. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide procedures governing Special Agent appointments and duties.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary - Community Based Services, and employees in the probation and parole series.

IV. DEFINITIONS:

Regional Managers - Managers of the Community Based Services (CBS) field offices located throughout the state.

Special Agent - Commissioned Probation and Parole Officer/Juvenile, Commissioned Probation and Parole Supervisor/Juvenile, Commissioned Probation and Parole Regional Manager/Juvenile, Commissioned Probation and Parole Program Specialist/Juvenile and Probation and Parole Manager/Juvenile.

V. POLICY:

It is the Deputy Secretary's policy that Special Agent appointments be issued to employees who are included in the YS, OJJ probation and parole series, when necessary, to enable them to safely perform their required duties.

Special Agents' duties may encompass providing assistance to other law enforcement agencies to improve public safety including but not necessarily limited to:

Execution of warrants/attachments;
Emergency aid and other assistance as requested;
Patrol; and/or
Transportation of youth

VI. PROCEDURES FOR SPECIAL AGENT APPOINTMENT:

- A. To be appointed a Special Agent, an employee must:
1. Successfully complete the PPCT Defensive Tactics course, which includes use of force, basic defensive tactics, weapon retention and use of the baton, as well as the Field Safety Awareness course; and
 2. Pass the Law Enforcement POST Handgun Qualification Course conducted by a POST Instructor.
- B. Applications are to be submitted by the Regional Manager to the Deputy Assistant Secretary - Community Based Services for screening and processing.

Applications shall include the following:

- NCIS Request Form [see YS Policy A.2.18 Attachments A.2.18 (a) and A.2.18 (b)] including the applicant's name, driver's licence number, date of birth, race, sex and Social Security number;
A Domestic Violence Questionnaire [Attachment A.2.19 (a)] completed by the applicant; and
Verification by the Regional Manager that the applicant has successfully completed all training as required by YS Policies A.2.24 and C.18.
- C. The Deputy Secretary, with the approval of the Deputy Assistant Secretary - Community Based Services verifying all conditions have been met, will issue a commission card to probation and parole series staff as authority

to carry a firearm and/or perform duties in accordance with La. R.S. 15:825.2. The commission card must be carried by the employee at all times in the performance of his/her duties. A commissioned officer must notify his/her supervisor within 24 hours of his/her knowledge of a lost or stolen commission card.

- D. The Deputy Assistant Secretary - Community Based Services shall ensure that commission cards are issued to qualified staff in a timely manner.
- E. Special Agents must be in compliance with the provision of YS Policy C.1.8 "Firearms Training" and/or YS policies as applicable. The Regional Manager is responsible for pulling/holding the card of an agent who fails to meet the requirements of a Special Agent. The card hold form must be completed [Attachment A.2.19 (b)] and a copy placed in the officer's personnel file. If the agent fails to qualify by the last day of the region's assigned due date, the card will be pulled until he/she is able to meet the qualifications. If an officer does not qualify within 18 months of their last qualification, the officer must complete the eight hour pre-academy classroom training and shoot a minimum of four POST courses with a passing average score.
- F. The Regional Manager shall be responsible for ensuring proper equipment is available to agents as appropriate to the assignment (i.e. body armor (bullet proof vest), service weapon, handcuffs, ammunition, baton, chemical agent, flashlight, etc.).
- G. The Regional Manager shall be responsible for ensuring that agents under the supervision requalify annually. The NCIC Request form (criminal record check), Domestic Violence Questionnaire, firearms scores by a POST Instructor and verification of completion of 8 hours of firearms/safety classroom training shall be submitted to the Deputy Assistant Secretary - Community Based Services during the month assigned below:

April	- New Orleans
May	- Baton Rouge and Thibodaux
June	- Lafayette
July	- Lake Charles
August	- Alexandria and Shreveport
September	- Monroe
October	- Natchitoches and Tallulah
November	- Hammond

YS Policy No. A.2.19
Page 4

- H. Upon an employee's termination, the commission card shall be surrendered to the Deputy Assistant Secretary - Community Based Services.

Previous Regulation/Policy Number: A-02-023 / A.2.19 / DYS Policy 14.2

Previous Effective Date: 08/30/1999



Attachments/References: A.2.19 (a) DOMESTIC VIOLENCE QUESTIONNAIRE 3-10.docx



A.2.19(b) Commission Card Hold Form 3-10.doc